

## Minutes: December 14, 2005 LED Steering Committee Conference Call

Members Present: Becky Rust, Cynthia Swain, Wande Reweta, Jeremy Wu, Greg Weeks, Karen Leahy, Steve Hines, Jennifer Marks

### Agenda items and discussion:

1. Data Ferret – This was discussed during last month's conference call.
2. QWI Production Schedule – On 12/5, Jeremy distributed an SOP that proposes a reasonable delivery schedule. The Census Bureau will consider quarterly data from a state as “on time”, if it is received by the seventh day of a production cycle (Jan 7<sup>th</sup>, Apr 7<sup>th</sup>, July 7<sup>th</sup>, Oct 7<sup>th</sup>). If the Census Bureau delivers both the QWIPU and SPFRU files to a state by the last day of the production cycle, they will be considered “on time”. If the Census Bureau receives data late, they will deliver their output during the subsequent quarter and be considered “on time”. Each state will have a password protected section, on the Census Bureau's website, to see the status of submission/delivery. These standard operating procedures will become effective on April 1, 2006.
3. Steering Committee Membership – According to our charter:
  - 3.1. Terms for the representatives of the New England, Mid-Atlantic, Midwest, and Southwest regions terminated on October 1, 2005. These were informally and temporarily extended.
  - 3.2. The State Co-Chair appointment also terminated on October 1<sup>st</sup>. Greg is amenable to serving another term.
  - 3.3. Two regions are represented by individuals who do not live within those regions. Steve, from Minnesota, represents the Southwest and Cynthia, from Idaho, represents the NY/NJ region.

It would be better for all of these terms to end on Jan 1<sup>st</sup> and coincide with the annual workshop. John and Henry are amenable to serving another term. Karen will let us know. Steve will poll the Southwest region, to see if anyone would like to replace him. Cynthia will ask Vivien Shapiro, from NJ, if she would like to represent the NY/NJ region.

### Regions and their representatives are:

New England (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)- John Dorrer

New York/New Jersey – Cynthia Swain

Mid-Atlantic (Pennsylvania, Delaware, D.C., Maryland, Virginia, West Virginia) - Karen Leahy

Southeast (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee) – Becky Rust

Midwest (Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin) – Henry Jackson

Mountain-Plains (Colorado, Kansas, Missouri, Montana, Utah, Wyoming) – Wande Reweta

Southwest (Arkansas, Louisiana, New Mexico, Oklahoma, Texas) – Steve Hine

Western (Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington) – Greg Weeks

4. Annual State Conference – Over 200 people have been invited so the room will be full. The Census Bureau is paying for the trip for 50 to 60 people. All food will be covered for those individuals. Breakfast will be covered for all participants and some breaks may also be. A

representative from USA Today, and one from Gannet, will be part of the panel on “What is necessary to get your story told? What training do reporters need to start using LED?”

5. NASWA LMI Committee Meeting – Steve and Jeremy attended. The viability of charging states to participate in the On The Map project was discussed. The cost of adding 2004 data to the mapping tool for a pilot state is \$30,000. The cost of a new state joining the project is \$90,000 (\$30,000 for 2002, \$30,000 for 2003, and the same for 2004). Jeremy is asking the American Association of State Highway Transportation Officials for funding, as well as individual states.

The Core Products and Services Grant for the next program year, a part of ETA funding, is expected to be cut by 16% and could be cut by as much as 43%. Many states use this grant to fund LED. The next program year’s funding should be set by May. There will also be WIA cuts. This would make it difficult for states to fund the On The Map tool.

6. Technical Subcommittee - Steering Committee members will send Steve email addresses for potential subcommittee members within their regions. Those potential members are Lars Vilhuber (with Fredrik Andersson as backup), George Putnam, Pam Schenker, Keith Bailey, Cristina Gonzalez, Eric Moore, Will Chamberlain, and Anja Decressin (with Erika McEntarfer as backup). Greg will get a representative from California, if they want someone on this subcommittee. Lars is the Co-Chair with Steve.
7. Brookings Workshop – This workshop was held on Nov 16th. Jennifer will send a write-up on it to the Steering Committee, and post it on the Census Bureau website. A need that came out of the workshop was for a users group. This could be hosted outside the Census Bureau but held, as an electronic forum, on the Census Bureau website. Cynthia suggested trying to gauge how many people would participate in such a users group, before spending resources on it, if possible. Andy Reamer, who ran the Brookings Workshop, will talk to the Annual State Conference about it. Gary Yakimov will present the user group idea at the conference.
8. Program Update – The Census Bureau is filling a Freedom of Information request by giving all QWIs from all states to Core Logic.

Submitted by: Cynthia Swain  
Idaho Department of Commerce and Labor  
(208) 332-3570 x3198  
Cynthia.swain@cl.idaho.gov